



IDW Communiqué



I-MANAGE Data Warehouse: Your link to DOE's Corporate Business Systems

January 12, 2006

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December Month End

The month of December closed in STARS on Friday, January 6, 2006 and data was available in the IDW on Saturday, January 7. Please remember that closed periods may contain payroll and other accruals that will be reversed out in subsequent GL periods.

As usual IDW Users received an e-mail notification when the December period was closed and month end data was available. If you did not receive this message and would like to be added to the IDW mailing list, please send an e-mail to IDW@hq.doe.gov with the word “subscribe” in the subject line.

An IDW User in Action – Susan Kulsic

This is the second in a series of interviews with users exploring how they use the IDW. This month, we asked Susan Kulsic from NETL to share her experiences using the IDW.

Susan finds that the IDW is easy to use once you learn the fields and what reports to use. One quality she likes is how easy it is to sort and place things using the IDW. *“I can go into the database, pull the different fields, and place them on the report the way I want them.”* Another feature Susan likes is the ability to put multiple tabs on a report. *“This allows me to have multiple reports using one base report.”*

As Susan was working on one report, she needed a page-long calculation she had used previously. She wanted to know if there was a way to use that calculation without having to retype it so she called the Help Desk and they provided a shortcut that has been very helpful to her. *“The Help Desk advised me to use the “control c” and “control v” commands to cut and paste a calculation I have done elsewhere into a new report. This eliminates the possibility of creating a manual error. You have to use the “control c” and “control v” method however, you cannot use the menu to do this.”*

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NEW! IDW release 1.4 Coming Soon!

A group of pilot users completed the beta test for IDW release 1.4. The pilot users identified several technical issues the IDW team is now working on. Additional testing will be completed before Go-Live. The pilot users were selected from a group of power-users from multiple DOE organizations and sites and from widely varying functional backgrounds. IDW release 1.4 will roll out to all users on January 30. Keep your eyes open for more information on IDW release 1.4 via e-mail!

Currently, Susan is working on a report that would give her financial data with Obs over \$600,000. She uses the IDW and its condition functions to pull the information she wants. *“Using condition statements, I can narrow down the ASAP Financial Instruments to what I want to look at. Getting a report on only that is very helpful.”* At the end of our interview with Susan, she commented that the IDW keeps improving, *“The IDW Team continues adding end user layer areas and it is becoming increasingly more helpful.”*

You may look forward to hearing from other IDW Users in future Communiqués. Please contact us if you would like to share your success stories with the IDW User Community.

Helpful Tips for Reporting in the IDW

This month's tip: Group Pages

Did you know that the Group Page framework allows Discoverer Plus users to publish new and customized reports and make them available to all users within a defined group? More than 50 groups have already been defined for field offices, operations offices and field organizations, program offices, and Power Marketing Administrations. Many reports have already been published to these organization's group pages.

When a user is assigned to a group, they will see an additional tab on the I-MANAGE Portal for that group. All reports published to the group will be available on this tab. Groups do not need to follow the formal DOE organizational structure. For example, a group could consist of users that are in different organizations but who share similar roles and responsibilities, like the Field Chief Financial Officers (FCFOs).

To publish a report to a group page, Discoverer Plus users must save the report using a special naming convention and then share the report with the user called *Portal*. Each group has a two, three, or four character group acronym. Reports whose names begin with your organization's group acronym and that have been shared to the *Portal* user will appear on your group page. For more details on the steps necessary to publish a report, consult the Group Page Framework link on the User Resource Page of the Portal.

What kind of reports are IDW Users publishing to the group pages? Reports published on group pages may be new reports developed for a special purpose or customized versions of existing reports. Customization may include: changes to default values; addition or deletion of measures, conditions, or parameters; changes to sorting, grouping, or totals; etc.

Contact the Help Desk if your organization needs to set up its own group page or if you need to be added to your organization's existing group page.

IDW Project Information

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